

PAIA MANUAL

For

PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD



ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT
2 OF 2000 (“PAIA”)**

AS AMENDED BY THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (“POPIA”)

OF

PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LIMITED

(Registration Number: 2009/005054/07)

(hereinafter referred to as “PERI”)

Date of Compilation: 1 July 2021

Version: 1.0

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

INDEX

1. AN INTRODUCTION TO PAIA.....	4
2. OUR PAIA MANUAL.....	4
3. WHO ARE WE - ABOUT US AND OUR BUSINES	5
5. OUR BOARD OF DIRECTORS	5
6. OUR CONTACT DETAILS.....	5
7. DETAILS OF OUR INFORMATION OFFICER OFFICERS	6
8. PAIA GUIDE	6
9. INFORMATION THAT IS AUTOMATICALLY AVAILABLE	7
10. RECORDS KEPT IN TERMS OF THE OTHER LEGISLATION	7
11. A DESCRIPTION OF SUBJECTS & CATEGORIES OF RECORDS.....	9
12. INFORMATION RELATED TO POPIA.....	12
13. REQUEST PROCEDURE.....	15
14. OBJECTION	16
15. CORRECTION.....	16
16. PROOF OF IDENTITY	16
17. TIMELINES FOR CONSIDERATION OF A REQUEST FOR ACCESS.....	16
18. GROUNDS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION	17
19. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS	17

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

1. AN INTRODUCTION TO PAIA

The Promotion of Access to Information Act, 2000 ("**PAIA**") came into operation on 9 March 2001.

PAIA seeks, among other things, to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights.

PAIA sets out the requisite procedural issues attached to information requests, including the obligation to compile a PAIA Manual.

Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such body and stipulates the minimum requirements that the manual has to comply with.

Where a person is desirous of obtaining information from a private body, in terms of PAIA such request must be made in the format as prescribed and described under the private body's PAIA Manual, and following receipt of the request, such private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights, and provided that no grounds of refusal contained in PAIA are applicable.

2. OUR PAIA MANUAL

This Manual constitutes PERI Formwork Scaffolding Engineering (Pty) Ltd, or "PERI"'s PAIA manual.

This Manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 ("**POPIA**"), which gives effect to everyone's Constitutional right to privacy and largely commenced on 1 July 2020. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.

This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

For purposes of this Manual, we refer to ourselves as “PERI”, “we”, “us” or “our”.

We have compiled this Manual to inform you of, and guide you through, the procedural and other requirements with which a PAIA request must comply.

3. WHO ARE WE - ABOUT US AND OUR BUSINESS

We are a supplier of formwork and scaffolding systems.

If you would like to find out more about us, including our main business activities, our company profile is available at www.peri.co.za/.

4. HOLDING COMPANY, SUBSIDIARIES AND ASSOCIATE COMPANIES

PERI forms part of the PERI GmbH Group Which is one of the world’s largest formwork and scaffolding system manufacturers and supplies. PERI GmbH and its affiliates have a significant network of offices in Africa and globally.

5. OUR BOARD OF DIRECTORS

Our directors are:

1. Jaco Vermeulen (Operations Director)
2. Nick Cruickshank (Managing Director)
3. Jeannie Olsen (Financial Director)
4. Uwe Paul Meyer (Technical Director)

The Management Committee may change from time to time.

6. OUR CONTACT DETAILS

Our general contact details are as follows:

Postal Address: PO Box 2668, Bellville, Western Cape, 7550

Street Address: 15 Range Road, Blackheath Industrial, Western Cape, 7580

Telephone contact number: +27 (0) 21 880 7777

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

7. DETAILS OF OUR INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

The details of our Information and Deputy Information Officer/s are as follows:

Information Officer:

Name: *Tania Van Tonder*

Address: 15 Range Road, Blackheath Industrial, Western Cape, 7580

Fax: +27 (0) 21 880 0948

Telephone number: +27 (0) 21 880 7773

Email: info@peri.co.za

Information Regulator reference number: 7909/2021-2022/IRRTT

Deputy Information Officer(s):

Name: *Liezelle Jacobs*

Address: 15 Range Road, Blackheath Industrial, Western Cape, 7580

Fax: +27 (0) 21 880 0948

Telephone number: +27 (0) 21 880 7777

Email: info@peri.co.za

Information Regulator reference number: 7909/2021-2022/IRRTT

Correspondence:

For the attention of the Information Officer

Phone number for PAIA / POPIA requests: +27 (0) 21 880 7773

Fax number for PAIA / POPIA requests: +27 (0) 21 880 0948

Email address for PAIA / POPIA requests: info@peri.co.za

8. PAIA GUIDE

In order to assist those who are not familiar with PAIA or POPIA, a Guide that contains information to assist you in understanding how to exercise your rights under PAIA ("the Guide") is available in all the South African official languages.

If you have any queries, or need a copy of the Guide, please contact the Information Regulator directly at:

The Information Regulator (South Africa)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

P.O Box 31533, Braamfontein, Johannesburg, 2017

Complaints email: complaints.IR@justice.gov.za

General enquiries email: inforeg@justice.gov.za

Members of the public can inspect or make copies of the Guide from the offices of a public and private bodies, including the office of the Regulator, during normal working hours.

The Guide can also be obtained-

- upon request to the Information Officer;
- from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

A copy of the Guide is also available in the following two official languages, for public inspection at our registered offices and main place of business during normal office hours –

- Afrikaans
- English

9. INFORMATION THAT IS AUTOMATICALLY AVAILABLE WITHOUT A PAIA REQUEST

The information available on our website, may be automatically accessed by you without having to go through the formal PAIA request process.

10. RECORDS KEPT IN TERMS OF LEGISLATION

PERI is subject to many laws and regulations, some of which require us to keep certain records.

These laws are detailed below:

Basic Conditions of Employment Act 57 of 1997

Banks Act 94 of 1990

Broad-based Black Economic Empowerment Act 53 of 2003

Collective Investment Schemes Control Act 45 of 2002

Companies Act 71 of 2008

Competition Act 89 of 1998

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

Close Corporations Act 69 of 1984

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Copyright Act 98 of 1978

Currencies and Exchanges Act 9 of 1993

Electronic Communications and Transactions Act 25 of 2002

Employment Equity Act 55 of 1998

Financial Intelligence Centre Act 38 of 2001

Financial Institutions (Protection of Funds) Act 28 of 2001

Financial Services Board Act 97 of 1990

Financial Advisory and Intermediary Services Act 37 of 2002

Financial Markets Control Act 55 of 1989

Income Tax Act 58 of 1962

Inspection of Financial Institutions Act 80 of 1998

Insolvency Act 24 of 1936

Labour Relations Act 66 of 1995

Occupational Health and Safety Act 85 of 1993

Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002

Prescription Act 40 of 1969

Prevention of Organised Crime Act 121 of 1998

Prevention and Combating of Corrupt Activities Act 12 of 2004

Promotion of Access to Information Act 2 of 2000

Protection of Private Information Act 4 of 2013

Protected Disclosures Act 26 of 2000

Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

National Payment System Act 78 of 1998

National Minimum Wage Act 9 of 2018

Skills Development Act 97 of 1998

Skills Development Levy Act 9 of 1999

Securities Transfer Tax Act 25 of 2007

Securities Transfer Tax Administration Act 26 of 2007

Tobacco Control Act 83 of 1993

Trade Marks Act 194 of 1993

Trust Property Control Act 57 of 1988

Unemployment Insurance Act 30 of 1966

Unemployment Insurance Contributions Act 4 of 2002

Value Added Tax Act 89 of 1991

Income Tax Act 58 of 1962

Tax Administration Act 28 of 2011

Administration of Estates Act 66 of 1965

National Credit Act 34 of 2005

This list is not exhaustive.

11. A DESCRIPTION OF SUBJECTS WE HOLD RECORDS ON AND CATEGORIES OF RECORDS

Described below are the records which we hold, divided into categories for ease of reference:

Companies Act Records

- Documents of Incorporation;
- Memorandum of Incorporation;
- Minutes of Board of Directors meetings and General Meetings;

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

- Written Resolutions;
- Records relating to the appointment of directors / auditors / company secretary / public officer and other officers;
- Share Register and other Statutory Registers; and
- Other Statutory Records.

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

Financial Records

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Banking Records;
- Bank Statements;
- Paid Cheques;
- Electronic Banking Records;
- Asset Register;
- Rental Agreements; and
- Invoices.

Income Tax Records

- PAYE Records;
- Documents issued to employees for income tax purposes;
- Records of payments made to SARS on behalf of employees;
- All other statutory compliances;
- VAT;
- Regional Services Levies;
- Skills Development Levies;
- UIF; and
- Workmen's Compensation.

Personnel Documents and Records

- Employment contracts;
- Employment policies and procedures;
- Employment Equity Plan;

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

- Medical Aid records;
- Pension Fund records;
- Internal evaluations and disciplinary records;
- Salary records;
- Disciplinary codes;
- Leave records;
- Training records and manuals;
- Operating manuals;
- Personal records provided by personnel;
- Other statutory records; and
- Related correspondence.

12. INFORMATION RELATED TO POPIA

12.1 Introduction

POPIA requires us to provide you with certain information relating to how personal information that we process, amongst others, is used, disclosed and destroyed.

We have set out the required information below.

12.2 Information on how you can request your personal information under POPIA

Requests for personal information under POPIA must be made in accordance with the provisions of PAIA. This process is outlined in paragraph 13 below.

If we provide you with your personal information, you have the right to request the correction, deletion or destruction of your personal information, in the prescribed form. You may also object to the processing of your personal information in the prescribed form.

We have attached the prescribed forms to this Manual for your convenience.

We will give you a written estimate of the fee for providing you with your personal information, before providing you with the services. We may also require you to provide us with a deposit for all or part of the fee prior to giving you the requested personal information.

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

12.3 Purpose of processing

POPIA provides that personal information may only be processed lawfully and in a reasonable manner that does not infringe your (the data subject's) privacy.

The type of personal information that we process will depend on the purpose for which it is collected. We will disclose to you why the personal information is being collected and will process the personal information for that purpose only.

12.4 Personal information that is processed; category of data subject; and category of personal information

The information provided under this section refers to broad categories of information.

This list is not exhaustive.

Clients - Natural persons: names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence.

Clients – Juristic persons / entities: names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners.

Clients – Foreign persons / entities: names; contact details; physical and postal, financial information addresses; date of birth; passport number tax related information; nationality; gender; confidential correspondence; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners

Contracted Service Providers: Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners

Intermediary / Advisor: Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners

Employees / Directors / Potential personnel / Shareholders / Volunteers / Employees' family members / Temporary Staff: gender, pregnancy; marital status; race, age, language, education information; financial information; employment history; ID number; next of kin; children's name, gender, age, school, grades; physical and postal address; contact details; opinions, criminal behaviour and/or criminal records; well-being; trade union membership; external commercial interests; medical information.

Website end-users / Application end-users: names, electronic identification data: IP address; log-in data, cookies, electronic localization data; cell phone details, GPS data.

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

12.5 Categories of recipients for purposes of processing personal information

We may supply personal Information to these potential recipients:

- Management;
- Employees;
- Temporary Staff;
- Sub-contracted Operators; and
- Other recipients in international organisation.

We may disclose personal information we collected to any of our overseas subsidiaries, associated entities or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions.

We endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so.

12.6 Actual or planned trans-border flows of personal information

We may disclose personal information we collected to our shareholders, any of our overseas subsidiaries, associated entities or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions.

We endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so.

12.7 General description of information security measures

PERI employs appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information. These measures include:

- Firewalls;
- Virus protection software and update protocols;
- Logical and physical access control;
- Secure setup of hardware and software making up our information technology infrastructure; and

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

- Outsourced service providers who are contracted to implement security controls.

13. REQUEST PROCEDURE

Completion of the prescribed form

Any request for access to a record from a public body in terms of PAIA must substantially correspond with the form attached hereto marked *Appendix A - FORM C - Request for access to record of private body (Section 53(1) of PAIA) [Regulation 10]*.

A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.

Payment of the prescribed fees

A Fee may be payable, depending on the type of information requested, as described under *Appendix B - Fees in respect of private bodies*.

There are two categories of fees which are payable:

- **The request fee:** R140
- **The access fee:** This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs.

Section 54 of PAIA entitles PERI to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 9(2)(c) promulgated under PAIA.

Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

POPIA provides that a data subject may, upon proof of identity, request PERI to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.

POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, PERI must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

14. OBJECTION

POPIA provides that a data subject may object, at any time, to the processing of personal information by PERI, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as *Appendix C - FORM 1 - Objection to the processing of personal information in terms of section 11(3) of POPIA Regulations relating to the protection of personal information, 2018 [Regulation 2]* and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

15. CORRECTION

A data subject may also request PERI to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that PERI is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.

A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as *Appendix D - FORM 2 - Request for correction or deletion of personal information or destroying or deletion of record of personal information in terms of section 24(1) of POPIA's Regulations relating to the protection of personal information, 2018 [Regulation 3]*

16. PROOF OF IDENTITY

Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

17. TIMELINES FOR CONSIDERATION OF A REQUEST FOR ACCESS

Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.

Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

18. GROUNDS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION

There are various grounds upon which a request for access to a record may be refused. These grounds include:

- the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
- the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- if disclosure would result in the breach of a duty of confidence owed to a third party;
- if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
- if the record was produced during legal proceedings, unless that legal privilege has been waived;
- if the record contains trade secrets, financial or sensitive information or any information that would put PERI at a disadvantage in negotiations or prejudice it in commercial competition; and/or
- if the record contains information about research being carried out or about to be carried out on behalf of a third party or by PERI.

Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty-one) days of receipt of the request. The third party would then have a further 21 (twenty-one) days to make representations and/or submissions regarding the granting of access to the record.

19. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS

If the Information Officer decides to grant a requester access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.

There is an appeal procedure that may be followed after a request to access information has been refused, which will be described in the correspondence addressed to you by the Information Officer.

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

In the event that you are not satisfied with the outcome of the appeal, you are entitled to apply to the Information Regulator or a court of competent jurisdiction to take the matter further.

Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

20. AVAILABILITY OF THIS MANUAL

Copies of this Manual are available for inspection, free of charge, at the registered offices of PERI at 15 Range Road, Blackheath Industrial, Western Cape, 7580.

ACCOUNTABLE	SIGNATURE	AUTHORISED FOR IMPLEMENTATION	SIGNATURE	CONTROL COPY NO
Tania van Tonder	<i>Tania van Tonder</i>			
EFFECTIVE DATE: 2021	VERSION: 1.0	PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD		

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

Tania van Tonder
15 Range Road
Blackheath
Cape Town

(Address)

E-mail address:

Fax number:

Mark with an "X"

- Request is made in my own name
 Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		

PARTICULARS OF RECORD REQUESTED

Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:	

Reference number, if available	
--------------------------------	--

Any further particulars of record	

TYPE OF RECORD
(Mark the applicable box with an "X")

Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS
(Mark the applicable box with an "X")

Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS
(Mark the applicable box with an "X")

Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.

Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEEs	
a) <i>A request fee must be paid before the request will be considered.</i>	
b) <i>You will be notified of the amount of the access fee to be paid.</i>	
c) <i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i>	
d) <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>	
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(State Rank, Name And Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

Appendix B

Fees in Respect of Private Bodies

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof
3.	Printed copy of A4-size page	R2.00 per page of part thereof
4.	For a copy in a computer-readable form on: (iii) Flash drive (to be provided by requestor) (iv) Compact disc <ul style="list-style-type: none"> • If provided by requestor • If provided to the requestor 	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: (v) Flash drive (to be provided by requestor) (vi) Compact disc <ul style="list-style-type: none"> • If provided by requestor • If provided to the requestor 	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

Appendix C

**FORM 1 - OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION
IN TERMS OF SECTION 11(3) OF POPIA**

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	

C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) <i>(Please provide detailed reasons for the objection)</i>

Signed at this day of20.....

.....

Signature of data subject/designated person

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "x".

Request for:

or Correction or deletion of the personal information about the data subject which is in possession under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	

C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	<p>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and/or</p> <p>REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</p> <p><i>(Please provide detailed reasons for the request)</i></p>

Signed at this day of20.....

.....
Signature of data subject/ designated person
